

College Community Code



Introduction

College is different from school. As you join the College you will notice obvious differences, such as calling your teachers by their first names, being able to leave the College site during the day when you don't have timetabled commitments and generally having more freedom to use your time as you decide and to use many College facilities without supervision.

Clearly, this freedom requires trust. The College is a young adult environment, which you should think of as a step between school and university/the workplace.

Underlying Principles

We expect that you will:

- **Engage with your programme of study and accept responsibility for your learning, with the support of your Personal Tutor and Subject Tutors.**
- **Engage with the College community, which consists of all students and all staff and volunteers, and be respectful, tolerant and courteous at all times**
- **Ensure that your behaviour, both in person and on-line, promotes equality, diversity and inclusion and never has a detrimental impact on other members of the community**

These principles should govern your conduct at College. Any set of "rules" would be unlikely to cover every eventuality but, if you behave in accordance with these principles, you won't go far wrong!

Further Guidance

There are some specific guidelines and instructions you must follow, which relate to the principles above. They have been developed in consultation with students and can be summarised as follows:

- **Engage with your programme of study and accept responsibility for your learning, with the support of your Personal Tutor and Subject Tutors.**
 - Attend all lessons, registration and tutorial. (Unavoidable absences must be explained and validated)
 - Arrive in good time, with appropriate equipment for your lesson
 - Engage with academic study, both within lessons and independently

- Put your phone away in your bag, and ensure it is on silent, in lessons, registration and tutorial.
 - Don't wear earbuds or headphones during lessons, registration or tutorial. (There may be specific agreed exceptions, for example as a reasonable adjustment for someone with sensory issues)
 - Submit all work to your best ability, and to deadline
 - Engage with the tutorial and progression programmes
 - Never distract or disrupt the learning of other students
 - Maintain your academic integrity (don't cheat, copy, cut and paste from the internet or use AI and pass it off as your own work). Your teachers will give you guidance to ensure you avoid plagiarism.
- **Engage with the College community, which consists of all students and all staff and volunteers, and be respectful, tolerant and courteous at all times**
 - Cooperate with staff, not just in lessons but also in public areas of the College (not just your own teachers; not just teachers). Do as you are asked – the first time of asking.
 - Wear your lanyard and ID card and make sure they are visible. Be ready to show your card or give your name when asked.
 - Keep noise to a minimum during “free” periods – other people are working
 - Clear up after yourself: there are lots of bins
 - Do not bring fast food or chewing gum into College buildings. If you wish to eat take-away food on-site, do so outside and put packaging in outside bins
 - Take care of scarce resources: treat College buildings, furniture and equipment with care; don't waste paper when printing
 - Respect communal areas and use them responsibly. Study areas are for silent or quiet work and should not be used by groups of friends who wish to socialise
 - Don't eat or drink in rooms which have computers in them
 - Don't use the lifts unless you have a lift pass
 - Some items must, of course, never be brought onto the College site. These include alcohol, illegal drugs and anything which could be dangerous or could be used as a weapon. Possession of these items would usually result in expulsion.
 - The penalty for drinking alcohol or taking drugs on the College site, or being under the influence of drink or drugs on the College site is expulsion.
 - Vaping is an addictive habit and we'd rather you didn't do it at all but, if you do, it is only permitted in the smoking and vaping area. You must not vape in other places outside and, of course, you must not vape inside the College buildings.

- **Ensure that your behaviour, both in person and on-line, promotes equality, diversity and inclusion and never has a detrimental impact on other members of the community**
 - In short, be nice! Bullying, online abuse, homophobia, racism, sexism, sexual harassment or any other breach of our *Equality and Diversity Policy* and our *Protection from Bullying and Harassment Policy* will not be tolerated.
 - Leave behind any friendship disputes from school. Think about how you would interact with work colleagues, as adults.
 - Don't collude in or promote anti-social behaviour online. (Someone who re-posted a malicious comment or filmed an incident to entertain others would be subject to the same disciplinary procedures as those directly involved)
 - As a member of the College community, you have a responsibility to help maintain its good reputation. You must not say or do anything that harms the College.
 - Students will be held responsible for any behaviour which has an impact in College, regardless of whether it took place during College hours or on the College site. (For example, any violence between students, whenever or wherever it happened, would result in expulsion from College).
 - Never allow non-College friends or associates to come onsite. Meet non-College friends well away from the College.

College response to poor conduct

To repeat: College is different from school. We do not have behaviour points or detention or isolation or fixed term exclusion. We do have the right to expel students. Poor conduct is dealt with as it would be at work or at university, via meetings, warnings and, in some cases, requiring students to withdraw from College.

We recognise that a minority of students may need extra guidance initially to adjust to College's expectations. This help will be provided by teachers, Personal Tutor and Senior Tutor, involving parents when appropriate. However, particularly serious cases may result in expulsion, even for a "first offence". For more detail, see the *Student Disciplinary Procedure*.

Some students may find it more of a challenge to understand and meet College's expectations, for example because of a specific learning need or neurodivergence. We

recognise that it's not always fair to "treat everyone the same" and we will take into account different needs, whilst also considering the learning environment for everyone.

Questions/Difficulties?

If you have questions about suitable conduct or a concern about another student's behaviour or your own wellbeing, please do tell someone. There are many people in College who can help, including Senior Tutors and the Wellbeing Team. The first point of contact for most students, though, is their Personal Tutor.

The policy documents mentioned above can all be found on the College's public website.